

January 29, 2002

TO: 2001 Incumbent Local Exchange Carrier (LEC)
Annual Report Preparers

File TELANRPT

FROM: Kevin H. Klingbeil, Audit Manager
Telecommunications Division
Public Service Commission of Wisconsin

SUBJECT: Filing of 2001 Public Service Commission of Wisconsin
Annual Report for Incumbent LECs

NO REPLY REQUIRED

The 2001 annual report software program for incumbent LECs has been completed and must be used for filing of the 2001 LEC annual report with the Public Service Commission of Wisconsin (Commission). The filing date for the 2001 LEC annual report is April 1, 2002.

Download the 2001 annual report files and associated installation instructions from the Commission's Web page at <http://www.psc.state.wi.us>. They are accessible by clicking on **Telecommunications, Annual Report Programs and Worksheets**, and **2001 Annual Report Program for Incumbent Local Exchange Carriers (LECs)**. System requirements and a listing of entities required to file the 2001 LEC annual report are also available on the Web page.

Please note the following concerning the 2001 LEC annual report:

- 1) Filing via e-mail using the 2001 program's capabilities is required. No hardcopy printouts, diskettes, Confidentiality Request forms, or notarized affidavits should be filed with the Commission.
- 2) Two new schedules have been added to the 2001 report, Officers and Directors (page 7), and Employee Data-End of Year (page 46). All LECs are required to complete these schedules.
- 3) Cooperatives are now required to complete the affiliated interest-related schedules on pages 14-16.
- 4) The new docket numbering system for affiliated interest agreements ("ATF" versus the old "AT" designation) should be incorporated into page 15, Affiliated Interest Transactions. Change "AT" to "ATF" and eliminate the three leading zeroes (000) after ATF in the docket number; do not use hyphens.
- 5) Lifeline and Linkup customer information is now required on the Service Data schedule (page 51) only on a total company basis for both first of year and end of year. This information is not required on an exchange-by-exchange basis in the Service Data-End of Year schedule (page 53).
- 6) In the near future, the Commission will issue a Confidentiality Determination concerning the 2001 LEC annual report based on the list of items granted provisional confidential treatment in the Commission's May 18, 2001 Confidentiality Determination concerning the 2000 LEC report, as supplemented by a new item, Generic Digital Subscriber Line (XDSL) lines in use, initially requested for 2001 on the Central Office Data-End of Year schedule (page 55). The 2001 program includes locks for these items.
- 7) Common Language Location Identifier (CLLI) codes are now required in the Central Office Data-End of Year schedule (page 55). In the majority of cases, staff has populated the CLLI code. Please check for accuracy and edit if necessary. If not shown, enter the appropriate code. An Advanced Fiber

Communications (AFC) operation indicator has also been added to supplement the existing Standalone, Host, and Remote options. As noted above, XDSL availability and lines in use are now required in this schedule.

- 8) A number of items are no longer required:
 - a. Business and Residential 2 Party and 4 Party Customers (pages 51 and 53);
 - b. Central Office, Info. Orig./Term., & Cable Wire Fac. Assets (pages 51 and 53);
 - c. Equal Access: InterLATA (1+) and IntraLATA (1+) (page 55)

The Telco Annual Report Helpdesk continues to be available to facilitate implementation of the program, address any questions, and receive any suggested improvements to the program. I am the primary Helpdesk contact person; my phone number is (608) 267-9504. (My new e-mail address is Kevin.Klingbeil@psc.state.wi.us.) If you are unable to reach me and require immediate assistance, please contact Elaine Engelke at (608) 266-3768. When calling (or e-mailing) the Helpdesk for assistance, be prepared to provide the following information:

- 1) Name and employer,
- 2) Phone number,
- 3) Utility name and ID number, and
- 4) Nature of problem (installation, navigating within the program, prior year data, etc.).

If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used minimizes potential problems.

Please review the status of your affiliated activities and ensure that all applicable affiliated interest agreements are filed with the Commission by April 1, 2002.

This e-mail represents a courtesy notification concerning the availability of the 2001 program. Commission staff does not intend to subsequently notify affected entities or annual report preparers of a maintenance release, if any, associated with this program or of the availability of subsequent years' annual report programs and/or maintenance releases. Staff suggests that interested parties periodically check the Commission's Web page at <http://www.psc.state.wi.us> to ensure that the correct program is being used and that the annual report is filed with the Commission within the filing date guidelines.

I hope you agree that the streamlined, paperless filing procedures implemented for the 2001 report represent a significant step forward.

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